



**DEFENSE LOGISTICS AGENCY**  
HEADQUARTERS  
8725 JOHN J. KINGMAN ROAD, SUITE 2533  
FT. BELVOIR, VIRGINIA 22060-6221

IN REPLY  
REFER TO

MAY 13 1999

DLMSO


MEMORANDUM FOR: DISTRIBUTION

SUBJECT: Proposed DLMS Change 31, Optional Use of the IMPAC Credit Card on  
MILSTRIP Requisitions

We are forwarding the attached proposed change to DoD 4000.25-7-M, Military Standard Billing System (MILSBILLS), and DoD 4000.25-M, Defense Logistics Management System (DLMS), for evaluation and submission of a single coordinated Service/Agency position. The interface requirement relating to this proposed change is shown to assist in your internal coordination. However, omission of such a requirement does not relieve you of the responsibility to assure full coordination of the proposal within your Service or Agency.

Please review the attached proposed change and provide your Service or Agency position to DLMSO by June 14, 1999.

Addressees may direct questions to the DLMSO point of contact, Mr. Dennis Thomas, DSN 427-0682, (703) 767-0682, or e-mail: [dennis\\_thomas@hq.dla.mil](mailto:dennis_thomas@hq.dla.mil). Others may direct questions to their Service or Agency designated representative.

  
JAMES A. JOHNSON  
Director  
Defense Logistics Management  
Standards Office

Attachment

DISTRIBUTION:

DFAS DFAS-HQ/ADB  
USA DFAS-IN/ARA  
USN NAVSUP/134B  
USAF DFAS-DE/ALW  
USMC DFAS-KC/ALWI  
DLA FOXS  
DSCA COMP-FM  
NSA N445  
GSA BCAF  
USCG FINCEN/SA  
FAA AFZ-500  
NOAA NWS

cc:

DFAS-IN/AAZ  
DFAS-CL/ABB2  
DFAS-DE/ADRC  
DFAS-CO/ACT  
DLA DRMS-TRF  
DAASC-SSL

**Proposed DLMS Change 31**  
Optional Use of the IMPAC Credit Card on MILSTRIP Requisitions

**1. Originator:**

**a. Service/Agency:** DLMSO

**b. Originator:** Dennis Thomas, DSN 427-0682, (703) 767-0682, or e-mail: dennis\_thomas@hq.dla.mil

**2. Functional Area:** Finance

**3. Requested Change:**

**a. Title:** Optional Use of the IMPAC Credit Card on MILSTRIP Requisitions

**b. Description of Change:** Proposal to allow ordering activities; that is, MILSTRIP requisitioners, the option of using the IMPAC credit card to pay for requisitions submitted to wholesale activities. The proposal requires all sellers to accept the IMPAC card for payments on all noninterfund billings. This proposal allows for payment via IMPAC with minimal impact on requisition processing systems in the current, legacy environment. The fund code, in conjunction with the requisitioning DoDAAC will be used to identify the IMPAC account number.

**c. Procedures:**

(1) Revise DoD 4000.25-7-M, MILSBILLS as follows:

(a) Chapter 2, Section C., paragraph 2, Method of Billing. Add the following: "c. Billing will be via IMPAC credit card when the ordering activity uses a fund code designating an IMPAC account number and method of payment."

(b) Chapter 3, Section A, Payment of Noninterfund Billing. Add new paragraph A. Effective "to be determined", all noninterfund bills may be paid via IMPAC.

(c) Appendix A2. Add new paragraph 4. The fund code, in conjunction with the requisitioning DoDAAC, may also be used to designate IMPAC payment authorized at the time of shipment. DAASC would maintain this correlation file and make it available to DFAS and other authorized activities.

(2) Revise DoD 4000.25-7-S1, Fund Code Supplement. Revise fund code procedures to add a new appendix which identifies requisitioning DoDAACs, fund codes, and IMPAC account numbers.

**4. Reason for Change:** To allow for the use of IMPAC cards in the legacy MILSTRIP requisitioning process.

## **5. Advantages and Disadvantages:**

**a. Advantages:** Reduces reliance on traditional (cross disbursing) methods of paying for noninterfund bills.

**b. Disadvantages:** May require some change to Service and Agency ordering procedures to obligate under IMPAC procedures.